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Office Memorandum

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UNITED STATES GOVERNMENT

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

DATE: 6 January 1950

TO : Chief, Services Division

Date: 28 MAR 1978

By: 020

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Branch Activities - December 1949

The following report covering activities of the Transportation Branch during the month of December is submitted pursuant to your request.

## 1. Truck operations:

The following truck operations were performed during the month:

6 trips to New York, N. Y.  
 2 trips to Baltimore, Md.  
 5 trips to Norfolk, Va.  
 189 local hauls in and around Washington  
 2 trips to Mamaroneck, N. Y.  
 1 trip to Hedricktown, N. J.  
 1 trip to Letter Kenny, N. J.

## 2. Que Building Motor Pool Operations:

1312 total trips made  
 62.5 average number of trips per day  
 10,430 total miles operated  
 496.6 average miles per day  
 8.8 average number of cars in pool per day  
 7.9 average miles per trip  
 37.6 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
October	8647	1169	407
November	9907	1237	495.3
December	10,430	1312	496.6

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 8806 passengers, an average of 419.3 per day.

## 3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

Repair Jobs - 43

\*Labor - \$483.50

Parts - 241.19

Repair Jobs performed outside - 12

Labor - \$ 95.00

Parts 125.25

Maintenance Work - 88

\*Work performed  
by Mechanics

\*Labor  
Parts

\$972.75  
22.55

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## Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	-	117
Cars lubricated	-	58
Other service jobs	-	83

The total value of labor performed by the Mechanics in the garage during the month was \$1456.25 compared with their total salaries of \$1021.00 indicating a saving of \$435.25. The value of labor performed by the Mechanic's Helpers was \$684.75 compared with salaries of \$612.48, indicating a saving of \$72.27 an overall saving of \$507.52 for the month.

4. Forty four (44) passenger cars operated 33,433 miles; thirty two (32) trucks operated 19,900 miles while four (4) buses operated 8,191 miles, a grand total of 61,524 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	21
Airline Reservations	-	39
Steamship Reservations	-	5
Hotel Reservations	-	8
Fare Quotations	-	143
Persons Processed Overseas	-	18
Domestic Travelers	-	33
Transportation Requests	-	71

25X1A9a

